



TEXAS DEPARTMENT OF LICENSING AND REGULATION  
PO Box 12157 • Austin, Texas 78711-2157  
(800) 803-9202 • (512) 463-6599 • FAX (512) 475-2871  
www.tdlr.texas.gov • cs.electricians@tdlr.texas.gov

## ELECTRICAL, ELECTRICAL SIGN, OR RESIDENTIAL CONTRACTOR NOTICE OF CHANGE AND DUPLICATE LICENSE REQUEST INSTRUCTIONS

1. BUSINESS NAME – Write your business name as it appears on your current license.
2. CONTRACTOR LICENSE NUMBER - Write your complete license number as it appears on your license issued by TDLR.
3. CONTRACTOR LICENSE TYPE - Check the license type you want to update and/or request a duplicate license.
4. DUPLICATE LICENSE REQUEST - Check this box if you want a duplicate of your contractor license. Include the \$25 fee.
5. UPDATE MY BUSINESS NAME - Write the new business name as it will appear on your license. If there is more than one business name, an assume name certificate is required. If your business is incorporated, contact the Texas Secretary of State's office for a certificate. If your business is not incorporated, contact your local county clerk's office. List the full assumed names or DBA's for this business on the certificate of liability insurance form. The certificate of insurance must match the new name.
6. UPDATE MY MAILING ADDRESS - Write your new mailing address in the spaces provided. This is the address where we will send you mail. This address can be a post office box.
7. UPDATE MY PHONE NUMBER - Write your new phone number, including the area code in the spaces provided.
8. UPDATE MY EMAIL ADDRESS – Write your email address. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
9. UPDATE MY ASSIGNED ELECTRICIAN - This section must be completed by your newly assigned electrician.
  - Do you own more than 50 percent of this contracting business? Check YES or NO to this question. As the business sponsor, if you do not own more than 50 percent of this contracting business, the following apply:
    - ◆ A licensed residential appliance installer can only be assigned to a single residential appliance installation contractor.
    - ◆ A licensed master sign electrician can only be assigned to a single electrical sign contractor
    - ◆ A licensed master electrician can only be assigned to either a single electrical contractor or a single electrical sign contractor
  - Carefully read the statement before sign and dating this section. Print your name and license number as it appears on your license issued by TDLR.
10. OWNER SIGNATURE - The owner must date and sign the request form. Changes to your business record cannot be performed if your request form is not signed.



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**NOTICE OF CHANGE AND DUPLICATE LICENSE REQUEST**

**Do Not Write Above This Line**

**DUPLICATE LICENSE FEE: \$25 (FEE IS NON-REFUNDABLE)**

**1. Business Name:** (AS IT APPEARS ON YOUR LICENSE)

**2. Contractor License Number:**

**3. Contractor License Type:**

☐ Electrical Contractor      ☐ Electrical Sign Contractor      ☐ Residential Appliance Installer Contractor

**DUPLICATE/REPRINT LICENSE REQUEST**

**4. ☐ I am requesting a duplicate/reprint of my license (\$25 fee required)**

**BUSINESS NAME CHANGE**

**5. Update My Business Name:** (submit an updated certificate of insurance with new name)

Note: No more than 40 character (space limitations)

**BUSINESS CONTACT INFORMATION**

**6. Mailing Address:** (PO box can be used for the address)

Number, Street Name, Suite Number/Apartment Number

City State Zip Code

**7. Phone Number:**

( )  
Area Code Phone Number

**8. Email Address:**

Email address (ex: johndoe@aol.com) (See Instruction sheet for disclosure information)

**9. Update My Assigned Electrician:** (To be completed by the newly assigned residential appliance installer, master electrician, or master sign electrician)

Do you own more than 50 percent of this electrical contractor business? ☐ Yes ☐ No

**(see the instruction sheet for more information)**

I agree to assign my license to this contractor and certify that I will comply with all applicable provisions of Texas Electrical Safety and Licensing Act; Texas Occupations Code, Chapter 1305 and Chapter 51; Texas Administrative Code, Chapter 60; and the Electricians Administrative Rules, Texas Administrative Code, Chapter 73. I understand that providing false information on this application may result in the revocation of my electrician license and this contractor license and the imposition of administrative penalties.

Assigned Electrician License Number

Printed Name

Date

Licensee Signature

**10. Owner Signature:**

Date

Print Name

Signature